How to Record Service Hours on CampusLink

Student Volunteer Center
Step 1: Visit https://campuslink.okstate.edu/
Step 2: Click the Sign In Button Located in the Top Right Corner
Step 3: Sign In Using Your O-key Credentials
Step 4: Once Logged In, Click on the Circle in the Top Right Corner
Step 5: Select Service Hours From the Menu
Step 6: Click on the Blue “Add Service Hours” Button
Step 7: Enter All of the Requested Information

**You MUST Include a Verification Contact**
Quick Tips for Filling Out Your Submission Form

- You must be a part of at least one organization on CampusLink to submit hours (join the Student Volunteer Center to record hours not completed with a campus organization).

- Select the correct organization from the dropdown menu. If you are a part of a greek letter organization, please use that as your organization so that your chapter will get credit for those hours.

- If you completed your hours over a period of several days (i.e. a week long camp), you can simply include all of your hours in one submission rather than creating a separate submission for each individual day.

- Most importantly, submissions MUST include a verification contact. Submissions that do not include a verification contact will be denied.
Step 8: Once You Have Submitted Your Hours, They Will Appear as “Pending”
Step 9: If Your Hours are Approved, They Will Appear as Approved Hours. If Your Hours are Denied, They Will Appear as Denied Hours
Denied Service Hours

- Common Reasons for Service Hours Being Denied Are:
  - No verification contact listed
  - Lack of a specific description of service performed
  - Reported hours do not meet the Student Volunteer Center’s requirements to be counted as service hours
  - Time that is devoted to religious education cannot be counted as service hours
  - Attending a philanthropy/fundraising event does not count as community service
Step 10: If Your Hours are Denied, Click the Denied Hours Tab to View Your Hours
Step 11: Clicking on the Edit Button Will Display the Reason Your Hours Were Denied
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Step 12: If Your Hours Were Denied Because of an Issue With Your Submission (No Verification Contact, Insufficient Description, etc.) Please Make the Necessary Updates and Click “Update”
Step 13: Once You Have Updated Your Hours, You Must Then Resubmit Them

**Simply Updating Your Hours is not Sufficient**
Step 14: After Clicking the Resubmit Button on the Main Screen, Click the Resubmit Button on the Pop-Up Window
Step 15: These Hours Will Now Appear as Pending Again and Will be Reviewed for Approval
Questions? Comments? Concerns?

► Feel Free to Contact Us!
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